



**OCCUPATIONAL LICENSE APPLICATION FOR
MANUFACTURED HOME/MOBILEHOME/COMMERCIAL MODULAR
MANUFACTURERS, DISTRIBUTORS AND DEALERS
(PART C)**

INSTRUCTIONS: COMPLETE A SEPARATE APPLICATION PART C FOR EACH NEW ESTABLISHED PLACE OF BUSINESS FOR THE FOLLOWING TRANSACTIONS: (Check one)

- ☐ OBTAIN AN ORIGINAL LICENSE
☐ OBTAIN A LICENSE FOR A SECONDARY LOCATION
☐ TRANSFER A LICENSE TO NEW LOCATION

SECTION 1 - PLACE OF BUSINESS INFORMATION

FIRM NAME (dba) _____ TELEPHONE (____) _____

CORPORATE NAME (If Applicable) _____

ADDRESS _____
Number and Street City State Zip

SECTION 2 - PROPERTY OWNERSHIP INFORMATION

PROPERTY OWNER NAME _____ TELEPHONE (____) _____

ADDRESS _____
Number and Street City State Zip

SECTION 3- PLACE OF BUSINESS COMPLIANCE CERTIFICATION

1. Will the books and records pertinent to the business be located at the listed location and available for inspection?..... Yes ____ No ____

Reference: Health and Safety Code, Section 18045.5 and 18045.6 (hereinafter HSC); California Code at Regulations, Title 25, Chapter 4, Section 5011 (hereinafter 25CCR).

If no, list address where books and records will be available for inspection _____

2. For manufacturers, is the office situated on the same property as the manufacturing area?... Yes ____ No ____

NOTE: THE FOLLOWING QUESTIONS APPLY TO DEALERS ONLY

3. Is the office at the listed location temporary, transitory or mobile in nature?..... Yes ____ No ____
If yes, do you propose to purchase a new manufactured home, mobilehome or commercial modular for use as the office?..... Yes ____ No ____

Reference: HSC, Section 18045.5, Section 18045.8 and Section 18045.8: 25CCR Section 5013.

4. Is the office in a manufactured home, mobilehome, or commercial modular?..... Yes ____ No ____

Reference HSC, Section 18045.5 and 18045.6: 25CCR Section 5013.

If yes, answer the following:

- a. Will the office unit be part of the inventory and offered for sale while used as an office?.... Yes ____ No ____
b. Is the office unit registered?..... Yes ____ No ____
If yes, list the decal number issued by the department.
c. Is the office installed on a foundation system pursuant to HSC, Section 18551?..... Yes ____ No ____

5. Is the office in a hotel, rooming house, apartment, single or multiple family dwelling?..... Yes ____ No ____

Reference: HSC, Section 18045.5 and 18045.6: 25CCR Section 5013.

If yes, answer the following:

- a. Is the room to be used as the office devoted exclusively to the affairs of the business?..... Yes ____ No ____
b. Is the room on the ground floor?..... Yes ____ No ____
c. Is there an entrance to the office directly from the exterior of the dwelling?..... Yes ____ No ____

SECTION 3 - PLACE OF BUSINESS COMPLIANCE CERTIFICATION (continued)

6. Does the zoning authority allow for a manufactured home, mobilehome or commercial modular sales operation for the listed location?..... Yes____ No ____

Reference: 25CCR, Section 5013.

List the name, address and telephone number of the zoning authority from which you received approval to sell manufactured homes, mobilehomes, or commercial modulars at the listed business location:

AGENCY NAME _____ TELEPHONE (____) _____

ADDRESS _____
Number and Street City State Zip

SECTION 4 - PARTICIPATING OFFICER CERTIFICATION

I _____ , certify under penalty of perjury that the forgoing
(Print or Type Name)
information is true and correct and accurately describes the listed business location.

SIGNATURE _____ TITLE _____ DATE _____

EXECUTED IN THE COUNTY OF _____ STATE OF _____

SECTION 5 - NOTICE AND ACKNOWLEDGMENT

1. After acceptance of a complete application, the Department will begin an investigation of the information and items provided by the applicant. A Temporary Permit may be issued allowing operation for up to 120 days while the investigation is completed. The Temporary Permit will, however, be canceled if the investigation reveals the application is incorrect, incomplete or is fraudulent, or that matters exist disqualifying the applicant(s).
2. As part of the investigation described in Item 1 above, a Department representative will contact the applicant(s) and make an appointment for a place of business inspection.
3. Any Report of Sale Books, Licenses, Temporary Permits, and Transportation Decals issued, remain the property of the State of California and must be surrendered for inspection at any time.
4. Requests for refunds of the fees submitted with this application are subject to the provisions of 25CCR, Section 5041.

I, _____ , have read and acknowledge Items 1, 2, 3, and 4 above.
(Print or Type Name)

SIGNATURE _____ TITLE _____ DATE _____

MAIL COMPLETED APPLICATION TO: Department of Housing and Community Development
Division of Codes and Standards
Manufactured Housing Programs
Occupational Licensing
P. O. Box 31
Sacramento, CA 95812-0031